



# Internship & Work Experience Ed FACULTY MENTOR CHECKLIST

Faculty

Signature

& WEE.

## SURF Roster & Census Roster Management

	<ul style="list-style-type: none"> <li>• Check SURF roster for accuracy</li> <li>• Update SURF roster by A&amp;R in addition</li> <li>• Download SURF Roster by 1/15</li> </ul>
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## Required Meetings

<p><b>BEFORE the 1<sup>st</sup> Site Visit</b></p>	<p>Review and discuss the Data Gather information Gather information Review the Discuss the Meet with Review the Data Write and Participate in part 2 of the Draft a SMART goal Obtain a Review the Supervisor Evaluation of Intern/Employee Establish</p>
<p><b>At the 1<sup>st</sup> Site Visit</b></p>	<p>Participate in part 2 of the Draft a SMART goal Obtain a Review the Supervisor Evaluation of Intern/Employee Establish With only Review the Data Write and Participate in part 2 of the Draft a SMART goal Obtain a Review the Supervisor Evaluation of Intern/Employee Establish</p>

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